

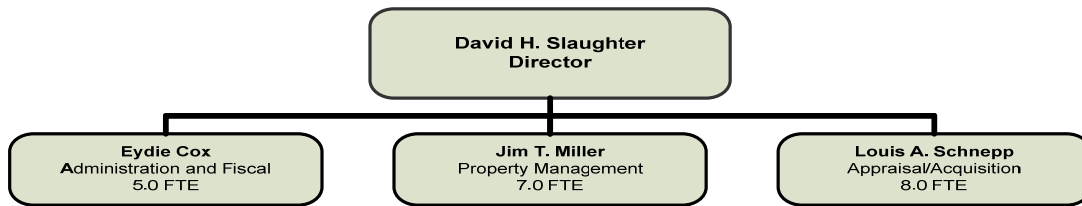
REAL ESTATE SERVICES

David H. Slaughter

I. MISSION STATEMENT

The mission of the Real Estate Services Department (RES D) is to partner with county departments and other public agencies to develop innovative, professional processes and provide cost-effective, efficient, high quality and timely support to accomplish their real estate needs to include lease negotiations and documentation, property management, appraisal services, right-of-way acquisitions, land and building purchases, surplus property sales and maintenance of the database inventory of county-owned buildings, land and leased facilities.

II. ORGANIZATIONAL CHART



III. DESCRIPTION OF MAJOR SERVICES

RES D negotiates and administers revenue and expenditure leases on behalf of county departments. More than 300 revenue leases allow for the use of county-owned facilities, generally at county parks and airports, and generate revenue to offset expenses incurred to provide such facilities to residents and users. Approximately 260 expenditure leases are managed to provide facilities throughout the county for departments and their employees to support the delivery of services in locations convenient to the residents served.

RES D also provides appraisal, acquisition and relocation assistance for county departments and, upon request, to other agencies including San Bernardino Associated Governments (SANBAG), the State of California, and various cities. The department establishes values and acquires the necessary rights-of-way needed to complete public safety projects, including the construction and maintenance of transportation corridors and floodways. The department also acquires land and facilities for various functions, disposes of property determined to be surplus to the county's needs, and maintains an inventory of all county land and facilities.

IV. 2005-06 ACCOMPLISHMENTS

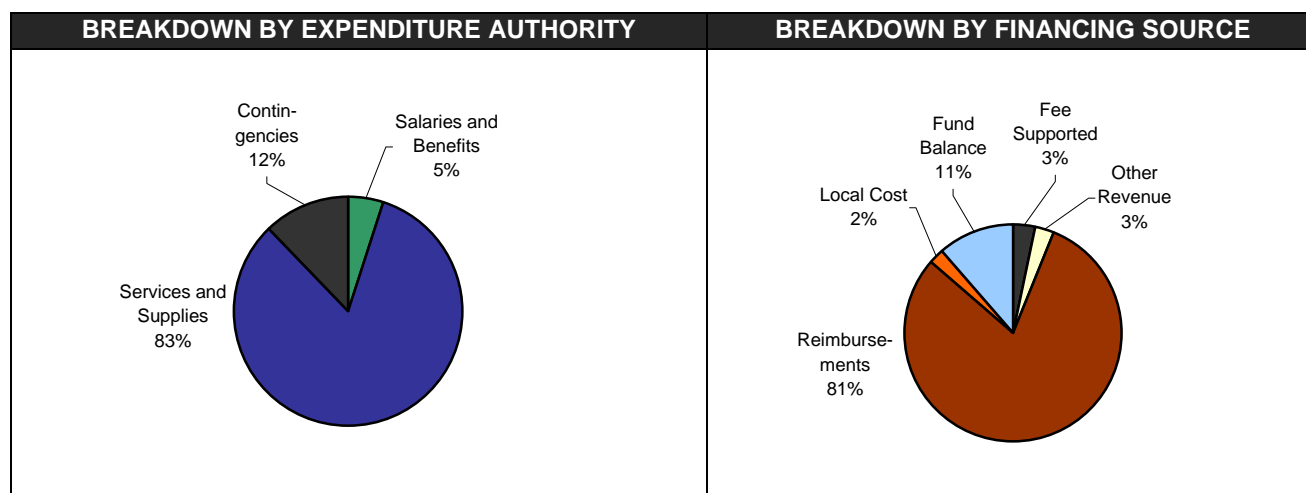
- Completed organizational restructuring and added Real Property Agent III positions to promote upward mobility within the department.
- Completed sale of approximately 100 acres of surplus property in Ontario for \$47,000,000.
- Completed the acquisition of an approximately 700-bed correctional facility in Adelanto.

V. 2006-07 SUMMARY OF BUDGET UNITS

	2006-07				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Real Estate Services	2,514,897	1,510,344	1,004,553		24.0
Rents and Leases	109,290	109,290	-		-
Chino Agricultural Preserve	6,117,316	1,102,566		5,014,750	-
TOTAL	8,741,503	2,722,200	1,004,553	5,014,750	24.0



VI. 2006-07 BUDGET



VII. GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: IMPROVE THE QUALITY AND PROFESSIONALISM OF SERVICES

Objective A: Initiate the use of architectural and design firms to develop architectural programs and space plans to define space needs and relationships among tenant functional units.

Objective B: Develop individual project schedules with milestones and critical completion dates.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
1A. Percent of leases in new locations in excess of 5,000 square feet for which architectural and space design plans have been completed.	N/A	100%	N/A	100%
1B. Percent of projects (leases for more than 10,000 square feet of space or acquisitions that include five or more parcels) utilizing a project schedule.	N/A	100%	N/A	100%

Status

The 2006-07 goal and stated objectives to improve the quality of professionalism by initiating the use of architectural programs and space plans, and project schedules with milestones and critical completion dates, were not accomplished. No new projects were requested of RESD that fit the criteria for the use of these tools with the exception of three projects for departments in Human Services (HS). The space requirements and specifications for these projects were underway when the approval was granted to initiate the process to locate space and HS determined it would be timelier if the space plans and specifications were completed by HS staff. Therefore, this goal and the stated objectives will be carried over as part of the 2007-08 goals and objectives. The use of professional firms and project schedules will enable RESD to more quickly and efficiently initiate and manage projects.

GOAL 2: IMPROVE THE DEPARTMENT'S FISCAL SERVICES BY AUTOMATING MANUAL FISCAL FUNCTIONS AND SYSTEMS

Objective A: Identify opportunities to streamline existing manual systems, eliminate duplication of effort, and increase efficiency.

Objective B: Improve customer service by increasing the number of lease adjustments such as annual rental increases in a timely and accurate manner, in accordance with contract terms.



MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
2A. Increase the total percentage of fiscal tasks that are automated. (There are approximately 260 fiscal tasks to be automated.)	N/A	N/A	15% (40)	62% (160)
2B. Increase percentage of expenditure leases adjusted timely and accurately, in accordance with contract terms.	N/A	N/A	70%	90%

Status

The second goal for RESD is to improve the department's fiscal services by automating functions and services that are currently performed manually. The objectives are to streamline the processes, eliminate duplication and increase efficiency and productivity; adjust predetermined rental increases in a timely and accurate manner; and use available technological resources to affect the transition from manual to automated systems.

GOAL 3: IMPROVE CUSTOMER SERVICE WITH DEPARTMENTS THAT LEASE NON-COUNTY OWNED SPACE AND/OR LEASE COUNTY-OWNED SPACE TO OTHERS

Objective A: Continue to conduct standing monthly (quarterly where appropriate) meetings with departments to promote the exchange of information and initiate the development of project schedules.

Objective B: Monitor and update data, and use reports developed in the Computer Aided Facilities Management (CAFM) system as a tickler system and portfolio management tool.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
3A. Percent of leases, appraisals, and surplus property sales completed within the projected schedule.	N/A	90%	90%	100%
3B. Percent of amendments submitted for Board approval at least 30 days prior to the scheduled termination date of the existing lease.	N/A	90%	90%	100%

Status

In 2006-07, goals and objectives to improve customer service by continuing to conduct standing monthly or quarterly meetings with departments, and monitor and update data and use reports developed in the Computer Aided Facilities Management (CAFM) system, were accomplished; however, RESD will continue the goal of improving customer service by pursuing these objectives even as other, new objectives are identified and pursued. These standing meetings and the use of technology have enabled management of RESD to more easily identify and respond to problems, issues, and the need for additional training among the staff.

VIII. 2006-07 APPROVED ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)

The department did not have any approved policy items for 2006-07.

IX. 2007-08 REQUESTS FOR ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)

The department is not requesting any additional general fund financing for 2007-08.

X. 2007-08 PROPOSED FEE ADJUSTMENTS

The department is not requesting any fee adjustments for 2007-08.

If there are questions about this business plan, please contact David H. Slaughter at (909) 387-7813.

